



WIRELESS TELECOMMUNICATION PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- ☐ **Permit Application**
- ☐ **Critical Areas Worksheet.** Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- ☐ **If applicable, Critical Area Identification – one (1 copy)** may be included on the site plan.
 - Location of all critical areas and buffers on or adjacent to the site
 - Location, size, species, and condition of all existing trees on the property
 - Identification of trees to be retained, trees to be preserved and location of trees to be planted
 - Graphic representation and written description of proposed tree protection measures and tree and vegetation planting details
- ☐ **Owner verification** – Verification from the property or structure owner authorizing the placement of the facility.
- ☐ **Environmental Checklist – SEPA** a review is required if the project exceeds any of the allowed exemptions for personal wireless service facilities detailed in the State Environmental Protection Act (197-11-800 WAC) or other categorical exempt levels are exceeded include construction in a critical area or its buffer.

For projects requiring environmental review there are additional procedural steps that must be met including public notice.

Submittal requirements include:

 - **Pre-application Meeting.** A pre-application meeting is required prior to application submittal (See *Pre-Application Meeting* handout).
 - **Meeting date** _____

- **Neighborhood meeting report.** A neighborhood meeting is required prior to application submittal and a report of the meeting is to be submitted with the application (see *Neighborhood Meetings* handout).
 - **Meeting Date** _____
 - Mailing labels for public notices (**3 sets**).
 - Additional fees may be required.
- This process may affect the timing of your project. For additional information please contact us early in the planning process.**
- ☐ **Site Plans – three (3 – minimum size 11" x 17") copies** drawn to an engineering scale (e.g. 1" = 20'). Permit applications for co-locations only may not require as detailed of a site plan.
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.
 - Location, identification and dimensions of all proposed and existing buildings and their uses.
 - Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations
 - Dimensions of all property lines.
 - Building/structure setbacks from front, side, and rear property lines.
 - Buildings within 50' of the proposed structure.
 - Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.
 - Location of existing parking spaces, include traffic flow and all internal walkways.
 - Photo Simulation.
 - FCC/FAA as required.
 - Radio Frequency Radiation Report. Certified by a radio frequency engineer.
 - Noise Emissions Report.

Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.

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Telephone (206) 801-2500 Fax (206) 801-2788 pcd@shorelinewa.gov

2/2014

- **Construction Drawings – two (2) copies** drawn to architectural scale
 - Cover sheet clearly identifying the type of equipment to be installed (monopole, new structure, co-location with existing equipment, attachment to existing structure, etc.).
 - Construction plans and details for the installation of the equipment and its supports. Include foundations, columns, beams, framing members, braces, brackets, cables, clamps, and other connection hardware as needed.
 - Elevation of each facility with screening, enclosures, landscaping and color scheme.

- Elevation of structure including mounting structure.
- Plans for shelters or other structures related to the installation. Provide heating, ventilation, and/or air-conditioning equipment documentation and plans if proposed. Engineering calculations demonstrating that the equipment and the supporting structure have been designed to withstand gravity, wind, and earthquake forces per the currently adopted International Building Code. The plans and calculations must specify all design parameters as listed in the International Building Code Section 1603.

Submittal Fees: Based on valuation

Please note that these fees are in effect beginning 1/2014 and are subject to change. Additional fees may be assessed based on the specifics of the proposal. Additional review may be required for those sites with unique land use characteristics and/or critical areas.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

OTHER PERMITS THAT MAY BE REQUIRED:

Clearing and Grading
Right-of-Way
Conditional Use Permit
Special Use Permit